

## Finding Time for Collaboration

Most professionals express concern about the time needed to form collaborative working relationships with their colleagues, particularly for activities such as co-teaching. They also worry about setting realistic expectations regarding time for collaboration. Although there is no secret to enable you to make more minutes in the day, these are some of the ways—some for elementary settings and some for secondary settings—professionals are making the most of the time they do have available:

1. Have two classes team to release one teacher (e.g., two fourth grades, a third grade and a fifth grade).
2. Use other adults to help cover classes—including principals, assistant principals, counselors, social workers, volunteers, paraprofessionals, psychologists, and supervisors. Of course, be sure to follow local policies on who can supervise groups of students.
3. Find funds for substitute teachers—some sources include grants from your state or local foundations, parent-teacher organizations, and disability advocacy groups.
4. Find "volunteer" substitutes—retired teachers, members of social or civic organizations, teacher trainees from local universities
5. Use instructionally relevant videotapes or other programs supervised by part of the staff to release the other part of the staff for planning.
6. When school-based staff development sessions are scheduled, arrange for them to begin late or conclude early with the saved time being used to collaboration.